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ABSTRACT

This booklet is an instruction manual for those using the FOCUS database, an information source on dropout prevention of the National Dropout Prevention Center. An introduction lists the FOCUS files, which include Program Profiles, Calendar of Events, Resource Materials Library, Organizations, and Consultants and Speakers. Also given is the telephone number of a contact person to call for assistance in using the database. Other topics covered in the manual include the following: (1) access; (2) Internet users; (3) personal computer and modem users; (4) general directions for beginning a FOCUS session; (5) searching mechanisms of FOCUS; (6) general searching instructions; (7) program profiles; (8) calendar of events; (9) resource materials library; (10) organizations; and (11) consultants and speakers. Six appendixes contain formats for preparing a search, suggested search terms, searching techniques (Boolean operators, field qualification, and truncation), topics for searching the Resource Materials Library, descriptors for the Organizations file, and areas of expertise for searching the Consultants and Speakers file. The instructions are illustrated with numerous figures showing sample computer screens. (JB)

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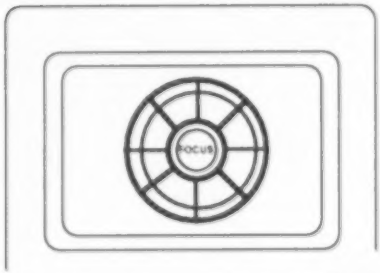
# INSTRUCTION MANUAL

## FOR

# THE FOCUS DATABASE

## The Nation's Premier Resource in Dropout Prevention

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## INTRODUCTION

FOCUS is the database of the National Dropout Prevention Center. FOCUS contains five files: Program Profiles, Calendar of Events, Resource Materials Library, Organizations, and Consultants and Speakers.

Prior to your first use of FOCUS, read through the directions in this instruction manual. Even experienced searchers need to learn the special features of this database. Your time on the computer will be reduced if you take the time to plan ahead; therefore, we strongly recommend that you prepare your search carefully **before** you access FOCUS.

If you have a printer, you may wish to print FOCUS data for future reference. Follow the directions for your PC's communications software or your terminal for printing.

Should you have questions about the FOCUS Database, please feel free to call the Center for assistance (803) 656-2599.

## ACCESS

FOCUS is generally available 7 A.M. - 1 A.M. Eastern Time. There are two ways to access FOCUS depending upon your location or situation.

**1.** Internet Users

**2.** Personal Computer and Modem Users

The following pages explain the steps needed to access FOCUS.

## INTERNET USERS

The Internet is a worldwide network of more than 300,000 computers. The Clemson University mainframe computer is part of this network. Should your institution be connected to Internet and support tn3270, access to FOCUS is very simple.

**1.** After logging into your local system, type in **tn3270 clemson.clemson.edu**

**2.** At this point, a menu appears (screen 1). Select DORIS. Type in **F** and press **ENTER**.

**3.** Follow the "General Directions to Begin a FOCUS Session" beginning on page 5.

*Screen 1*

```
TERM ID: LD10008    DATE: 89.115   TIME: 14:30:24        Network Services: 656-3722
                Welcome to the Clemson University NAS AS/XL-V60 Network

 Selection        ----Application-----          ----------Description----------

      A ..... TSO ..... TSO with 24x80 screen size
      B ..... LUIS ..... Library User Information Service
      E ..... EIS ..... Employee Information Services
      F ..... DORIS ..... Document Retrieval Information System
      G ..... UIS ..... University Information System
      S ..... SIS ..... Student Information Services

 NOTE: For additional information on the applications type HELP or H
       and press ENTER.

 ENTER SELECTION LETTER ==> F
```

## PERSONAL COMPUTER AND MODEM USERS

Using a PC and modem, you can access FOCUS from anywhere in the United States or Canada if you proceed as follows:

### 1. Convert Your PC to a Computer Terminal

In order for a PC to access the information on a mainframe computer, it must be converted into a computer **terminal**. This is done by using a communications package such as Kermit for IBM and Macintosh PCs, Proterm for Apple IIe, Procomm for IBM PCs, and Red Ryder or MacTerminal for the Macintosh.

For most communications packages, the following settings are required:

**BAUD RATE TO MODEM SPEED**
**PARITY TO NONE**
**LOCAL (ECHO) TO OFF OR NONE**
**DATA BITS TO 8**
**STOP BITS TO 1**
**VT100 EMULATION**

If you use a Macintosh or IBM compatible PC and cannot obtain locally a copy of Kermit or other communications package for your PC, send a blank diskette to the National Dropout Prevention Center, ATTENTION: Kermit. We will copy the Kermit communications package with the correct settings onto your diskette and return it with the appropriate documentation.

Once you have your PC converted to a terminal, you are ready to dial FOCUS.

### 2. Dial 1-803-656-0153

(**NOTE:** When instructed to **ENTER** in the directions which follow, the **ENTER** key may be the **RETURN** key on your PC.)

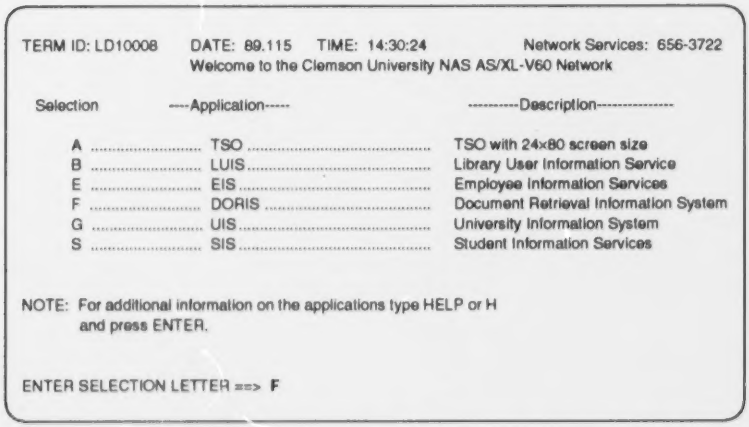
**3.** The word "CONNECT" appears. Press **ENTER** one time. The computer asks for the number of your terminal. Type in **5** (this refers to a VT100 terminal) and press **ENTER.**

**4.** The computer will then ask for a choice between protocol conversion or protocol enveloping. Type in **A** and press **ENTER.**

**5.** At this point a menu appears (screen 1). The FOCUS database is located within DORIS. Type in **F** and press **ENTER.**

**6.** Follow the "General Directions to Begin a FOCUS Session" beginning on page 5.

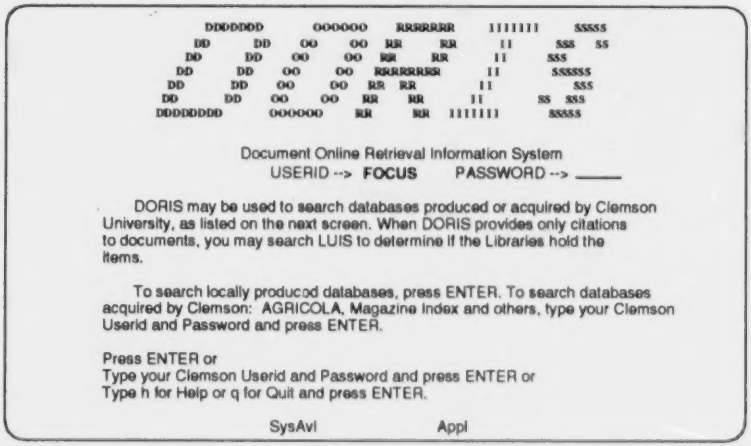
*Screen 1*


TERM ID: LD10008 DATE: 89.115 TIME: 14:30:24 Network Services: 656-3722
Welcome to the Clemson University NAS AS/XL-V60 Network
Selection ----Application---- ----------Description----------
A ..... TSO ..... TSO with 24x80 screen size
B ..... LUIS ..... Library User Information Service
E ..... EIS ..... Employee Information Services
F ..... DORIS ..... Document Retrieval Information System
G ..... UIS ..... University Information System
S ..... SIS ..... Student Information Services
NOTE: For additional information on the applications type HELP or H and press ENTER.
ENTER SELECTION LETTER ==> F

## GENERAL DIRECTIONS TO BEGIN A FOCUS SESSION

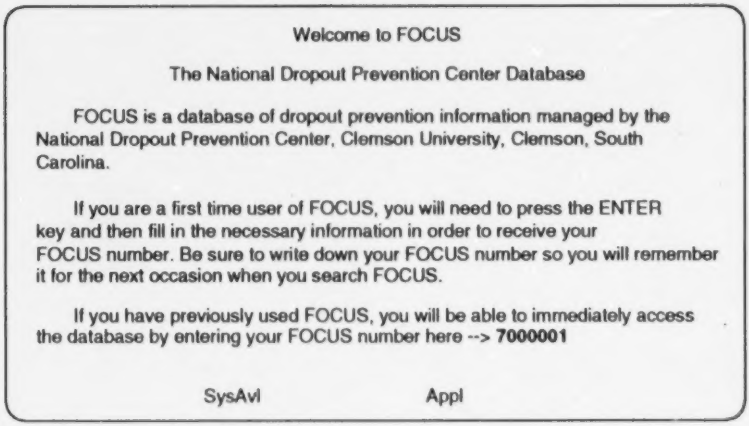
**1.** At the DORIS screen (screen 2), Type in **FOCUS** at the cursor (-->) and press **ENTER**.

*Screen 2*


DDDDDD OOOOOO RRRRRR IIIIIII SSSSS
DD DD OO OO RR RR II SS SS
DD DD OO OO RR RR II SS
DD DD OO OO RRRRRRRR II SSSSS
DD DD OO OO RR RR II SS
DD DD OO OO RR RR II SS SS
DDDDDDDD OOOOOO RR RR IIIIIII SSSSS
Document Online Retrieval Information System
USERID --> FOCUS PASSWORD --> _____
DORIS may be used to search databases produced or acquired by Clemson University, as listed on the next screen. When DORIS provides only citations to documents, you may search LUIS to determine if the Libraries hold the items.
To search locally produced databases, press ENTER. To search databases acquired by Clemson: AGRICOLA, Magazine Index and others, type your Clemson Userid and Password and press ENTER.
Press ENTER or
Type your Clemson Userid and Password and press ENTER or
Type h for Help or q for Quit and press ENTER.
SysAvl Appl

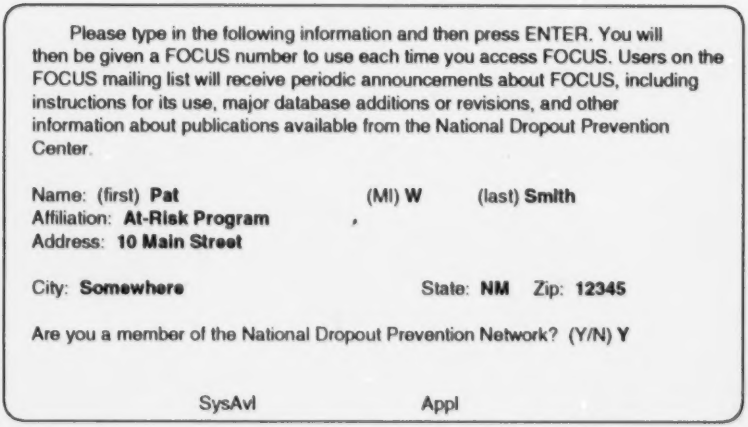
**2.** The "Welcome to FOCUS" screen appears, (screen 3). Previous users should already have a FOCUS number. If so, **TYPE IN YOUR FOCUS NUMBER** and press **ENTER**; you will skip the next two screens. If you are a first-time user, press **ENTER**.

*Screen 3*


Welcome to FOCUS
The National Dropout Prevention Center Database
FOCUS is a database of dropout prevention information managed by the National Dropout Prevention Center, Clemson University, Clemson, South Carolina.
If you are a first time user of FOCUS, you will need to press the ENTER key and then fill in the necessary information in order to receive your FOCUS number. Be sure to write down your FOCUS number so you will remember it for the next occasion when you search FOCUS.
If you have previously used FOCUS, you will be able to immediately access the database by entering your FOCUS number here --> 7000001
SysAvl
Appl

**3.** First-time users or those who have lost their FOCUS number must **TYPE IN NAME AND ADDRESS INFORMATION** (screen 4). Press tab to go to a new field. You must also indicate your National Dropout Prevention Network membership status; Type in **Y** (YES) OR **N** (NO) and then press **ENTER.**

*Screen 4*


Please type in the following information and then press ENTER. You will then be given a FOCUS number to use each time you access FOCUS. Users on the FOCUS mailing list will receive periodic announcements about FOCUS, including instructions for its use, major database additions or revisions, and other information about publications available from the National Dropout Prevention Center.
Name: (first) Pat (MI) W (last) Smith
Affiliation: At-Risk Program
Address: 10 Main Street
City: Somewhere State: NM Zip: 12345
Are you a member of the National Dropout Prevention Network? (Y/N) Y
SysAvl
Appl

**4.** The computer will assign you a FOCUS number (screen 5). If your FOCUS number is lost, you must fill out the name and address information screen to receive a new number.

Write your FOCUS number here in your instruction manual for future reference.

**MY FOCUS NUMBER IS** _____

Press **ENTER**.

*Screen 5*

Your FOCUS Number is 8912 Please make a note of it for future access to FOCUS.

If you are not a member of the National Dropout Prevention Network, we will write you at the above address to provide you with information on Network activities. If you would like immediate help or information, call us at the National Dropout Prevention Center 800-443-6392 or in South Carolina 800-868-3475.

Press ENTER to begin your search of FOCUS.

SysAvl Appl

**5.** FOCUS has been accessed, and the Dropout Prevention Database Selection appears (screen 6). **TYPE IN THE NUMBER** of the database you wish to search and press **ENTER.**

*Screen 6*

Dropout Prevention Database Selection

The following databases of information are available from the National Dropout Prevention Center in Clemson, SC. Type the number that corresponds to the database you wish to search and press ENTER. If you need a more detailed description of the databases, type h and press ENTER.

1. Program Profiles
2. Calendar of Events
3. Resource Materials Library
4. Organizations
5. Consultants and Speakers

Type a selection number and press ENTER or
Type q to Quit or h for Help and press ENTER -->

**6.** To disconnect from FOCUS, type in **q** on any screen.

## SEARCHING MECHANISM OF FOCUS

FOCUS uses the searching software of BRS Information Technologies. For those unfamiliar with the BRS text retrieval system, the following sample from the Program Profile database in FOCUS will illustrate how it works:

This **program began** as a **way** to **handle so-called kindergarten failures. Project STAY, nationally validated** by the **U. S. Office** of **Education, helps first grade students** in the **areas** of **reading, mathematics, perception skills, human relations,** and **self-concept.** The **selected children, high-risk first graders, go** to **Project STAY** for **one half day** and the **regular classroom** the **other half.** The **objectives** are to **identify their achievement levels,** to **provide individualized instruction,** and to **provide information** and to **refer parents** and **pupils** to **various community agencies** for **help.**

Every word highlighted in **bold** text is searchable by the computer. The exceptions are words such as *an, a, the, for, on,* etc. which should **not** be typed in by the user. In addition, punctuation marks should **not** be typed in by the user. Capital letters are of no significance; the computer just reads letters, whether upper or lower case.

In the sample above, therefore, all words in bold type would be searchable by FOCUS.

Search FOCUS by typing in terms that are significant to your area of interest. For example, in the above sample, if you typed *kindergarten*, this record would be one of those retrieved because the word kindergarten appears in the text.

## GENERAL SEARCHING INSTRUCTIONS

**1.** The easiest search to conduct is the single term search.

a. *Single word term searches.* A single word, of major significance to the user's interest, is typed in at the cursor on the Search Screen (screen 1). To obtain the record illustrated on page 8, you could type in the term *kindergarten.*

*Screen 1*

```
                Search Screen for NDPC Program Profiles

Search Query --> Kindergarten

========== Search Instructions ==========

1. To search for a program, type the word or words you wish to seek
   in the search query line, then press ENTER.

2. Type as many words in your search query as appropriate. More words
   yield more specific results. FOCUS searches words as if they were
   a phrase in a paragraph. Connecting words with "and" will produce
   greater results.

================================================================

Type c to Change databases,
or h for Help, or q to Quit, then press ENTER.

                SysAvl          Appl
```

The example *kindergarten* illustrates the simplicity of the search mechanism. After the computer completes the search, the results appear (screen 2).

*Screen 2*

```
Press ENTER to scroll down, or type u to scroll up,
q to Quit, h for Help, s to Search, c to Change,
or a Record Number and press ENTER - ->
================================================================================
The current search found 18 program (s).

1  GRADE LEVEL  :  Kindergarten          REFERENCE NUMBER  :  000000001200
   PROGRAM NAME :  Multi-Sensory Intervention

2  GRADE LEVEL  :  1                     REFERENCE NUMBER  :  000000001500
   PROGRAM NAME :  Project TOK (Teaching Oral Kommunications)

3  GRADE LEVEL  :  1st                   REFERENCE NUMBER  :  000000001600
   PROGRAM NAME :  Project STAY (School To Aid Youth)

4  GRADE LEVEL  :  K-12                  REFERENCE NUMBER  :  000000003000
   PROGRAM NAME :  Gaston County Schools Dropout Prevention Programs

5  GRADE LEVEL  :  K-1                   REFERENCE NUMBER  :  000000003100
   PROGRAM NAME :  Early Childhood Prevention Curriculum
```

In the upper left corner (under general directions) FOCUS identifies the number of programs which contain kindergarten: 18.

FOCUS presents a listing of these programs in an index format. This enables users to conduct a preliminary screening of the results of the search. The user is given the grade level, the program name, and a reference number.

****Note** the reference number is for Center use.

To view the entire record of a Program Profile, select the number to the left of the index entry. In order to view Project STAY (School To Aid Youth), press **3**, and then **ENTER**. The following screen will appear (screen 3).

*Screen 3*

```
FOCUS   Type i for Index, h for Help, s to Search, q to Quit,
        or another Record Number and press ENTER -->

PROFILE 3 OF 18                                  SCREEN 1 OF 6
REFERENCE NUMBER : 000000001600 9009.
PROGRAM NAME : Project STAY (School To Aid Youth)

GRADE LEVEL : 1st
DATE OPERATIONAL : 1971
DATE ENTERED     : 11/90

PARTICIPATION CRITERIA
Children enter on screening administered during the kindergarten year.
Screening includes Metropolitan Readiness Test, Vane Test, recommendation
from kindergarten and first grade teachers, elementary counselor or parents.

AGENCIES INVOLVED
Moore Public Schools, Oklahoma State Department of Education
```

To view the entire record, press **ENTER** for each screen desired.

To skip to the next record, type in next number, **4**, and then **ENTER.** Records may be accessed in any order by typing in the desired number and then pressing **ENTER.**

To return to the index, type in **i** and then press **ENTER.** Continue to press ENTER to view the entire index of retrieved programs.

To scroll back to previously seen screens of the index, type in **u** and **ENTER.**

b. *Multiple Word Term Searches*. Perhaps you would like to search FOCUS for *individualized instruction*, a multiple word term. Type in and the computer will search the database for these two words when they are found adjacent to each other.

**2. Boolean Operators**. You may refine your search by using the word "and." (In the Appendices you can learn how to use the other Boolean Operators for more sophisticated searching.)

You may join two or more terms by using "and" to obtain more specific results. To connect one or more multiple word terms, use parentheses around the multiple word terms.

**(individualized instruction) and kindergarten**

This refines the search to include only those records which contain **both** these terms in the text--*individualized instruction and kindergarten.*

Even more terms can be connected:

**(individualized instruction) and kindergarten and parents**

to make your search even more specific. (If you have a very long search query, you may type the terms in a continuous string; it doesn't matter if terms are split across lines.)

**3. Truncation.** There are several words which are used with different endings. For example, sometimes *mentor* is used, other times *mentors*, and still other times *mentoring*. To find **any** variation of a base word, use a special searching tool called truncation. Truncation allows for a search of all these terms with one term, as follows:

**mentor$** will find **all** terms--mentor, mentors, or mentoring. Use the $ at the end of the base word.

See Appendix C for other examples using truncation.

## Some Specific Searching Hints

**1.** To search for items involving a particular state, type in the entire state name:

**Ohio**

* Remember to use ( ) around states with two words.

**(South Carolina)**

**2.** A list of suggested search terms is located in the Appendices. Review these prior to your search for best results.

**3.** Special instructions to further refine searches and to obtain very useful and specific information are found in the Appendices. Review them as you become more comfortable with FOCUS.

**4.** If you have a printer, you may wish to print FOCUS data for future reference. Follow the directions for your PC's communications software or your terminal for printing.

## Additional Information About Focus

An explanation of the following letters used during a FOCUS session will be helpful at this point.

**s = search.** To conduct an additional search in the same database, type in **s** where instructed and then press **ENTER**; you will go directly to the search query screen for that database.

**q = quit.** If you have completed all your searching for the session, type in **q** and then press **ENTER**. You will exit FOCUS, and your telephone connection will be terminated.

**c = change.** To search in a different FOCUS database, type in **c** and press **ENTER**. The menu screen returns.

**h = help.** The help screens provide the information in this instruction manual. If you are a long-distance user, it is recommended that you use your manual instead of the help screens. For local or Internet users, typing in **h** and then pressing **ENTER** supplies explanations for that section of the database.

**i = Index.** In order to return to the Index when you are within a record, type in i and then press **ENTER**.

**u = up.** When you are in the Index and want to scroll back to the previous index screen, type in **u** and press **ENTER**.

## PROGRAM PROFILES

The Program Profile database includes information about hundreds of dropout prevention programs currently operating in American schools. Each Program Profile record contains four to seven screens.

Each profile contains the following fields:

**Program Name (PR)** - Name of the dropout prevention program

**Grade Level (GL)** - Grade level of the program participants

**Participation Criteria (PC)** - Criteria used to determine program participation

**Program Description (AB)** - Abstract of program activities, how it is staffed, and evaluation status

**Funding (FU)** - Source of funding, often including actual costs

**Agencies Involved (AG)** - Agencies involved in program administration

**Contact (CO)** - Name, address, and telephone number of the person to contact for additional information

**Source (SO)** - origin of the NDPC's initial information about the program

**Date Operational (DO)** - when the program first began

**Date Entered (AD)** - date of last data entry

**Descriptors (DE)** - search terms relating to the program but not found in the text of the Program Profile

****Note** the two-letter abbreviations of each field for special searching techniques explained in the Appendices.

## Sample Searches of the Program Profiles

A search of the Program Profiles is greatly enhanced by using the suggested search terms in Appendix B. Remember, however, that all words are searchable; do not feel confined to these terms. Names of persons, schools, programs, states, etc. are searchable terms and produce the desired results.

The sample searches below will illustrate basic searching procedures for the Program Profiles.

**1.** You want to develop a dropout prevention program in your high school. You are a rural community, but you have the interest of the local Kiwanis Club. What are some other communities, similar to yours, doing which you might adapt or replicate?

Type in the following search terms:

**rural and (high school)** or try:

**rural and (high school) and (community support)** or try:

**rural and (high school) and (public private partnership)**

**2.** You would like to see how other elementary schools are implementing early identification procedures and early intervention programs for at-risk students.

Type in the following search terms:

**elementary and (early intervention)** or try:

**identification and elementary and (early intervention)**

**3.** You would like to see how other dropout prevention programs in your state are funded. You are a resident of Ohio.

Type in the following search term:

**Ohio**

## CALENDAR OF EVENTS

The Calendar of Events database includes information about conferences, seminars, workshops, and meetings related to dropout prevention. Each record contains two to four screens.

The Calendar of Events contains the following fields:

**Title (TI)**: Title of the event

**Date (DA)**: Month, day and year event is scheduled

**Location (LO)**: City and state in which the event is scheduled

**Sponsor (SP)**: Organization(s) sponsoring the event

**Topic (AB)**: Description of topics to be covered at the event

**Target Audience (TP)**: Group(s) at whom the event is directed

**Contact (CO)**: Name, address, and telephone number of person(s) to contact for more information

**Additional Information (AD)**: Other data including keynote speakers and registration costs

****Note** the two-letter abbreviations of each field for special searching techniques explained in the Appendices.

## Sample Searches of the Calendar of Events

The search terms in Appendix B are also useful here, but once again do not limit yourself to these terms. In the Calendar of Events, months, cities, states, and names or initials of organizations will yield the desired information.

The sample searches below illustrate basic searching procedures for the Calendar of Events.

**1.** When and where is the next conference of the National Dropout Prevention Network?

Type in **national dropout prevention network**

****Note** that it is not necessary to use capital letters.

**2.** You are interested in a conference on mentoring and think there might be one in Michigan.

Type in **mentor$** and then try

**mentor$ and michigan**

**3.** You want to see what conferences or workshops are planned in your own state.

Type in your state name.

A specific searching technique, called field qualification, is useful here and is explained in Appendix C.

**4.** You want to see what conferences or workshops are available in July of 1993.

Type in **july and 1993**

## Index from a Calendar of Events Search

The index of the completed Calendar of Events search will appear as in screen 1. The index contains the date, location, and title of the event.

*Screen 1*

Press ENTER to scroll down, or type u to scroll up,
q to Quit, h for Help, s to Search, c to Change,
or a Record Number and press ENTER - ->

The current search found 24 event (s) .

1 DATE : March 3-5, 1990. LOCATION : Los Angeles, California
TITLE : The Third Annual Southern California Self-Esteem Conference-Let's Graduate America!

2 DATE : July 25-27, 1990. LOCATION : San Francisco, California
TITLE : Living with 10-15 Year Olds: A Parent Education Curriculum

3 DATE : February 15-17, 1990. LOCATION : Los Angeles, California
TITLE : Preparing the Work Force for 2001: Alternatives for At-Risk Students Workshop

4 DATE : July 25 or 26, 1990. LOCATION : Monterey, California
TITLE : Developing Student Motivation Through Teacher-Parent Cooperation

## RESOURCE MATERIALS LIBRARY

The Resource Materials Library contains bibliographic information about the on-site resources in the National Dropout Prevention Center (articles, manuscripts, books, journals, curriculum, video and audio tapes and other such information resources). Each record usually contains three to four screens.

Each Library entry contains the following fields:

**Title (TI)**: Title of the resource

**Author (AU)**: Author of the resource

**Article Type (AT)**: Resource type (i.e., book, video, pamphlet)

**Source (SO)**: Source of resource

**Date (DA)**: Month and day of publication

**Year (YR)**: Year of publication

**Publisher (PA)**: Publisher of the resource

**Sponsoring Agency (CS)**: Sponsor of the resource

**Address (AD)**: Address of publisher or sponsor

**Abstract (AB)**: Brief abstract of the resource

**Language (LG)**: Language of the resource

****Note** the two-letter abbreviations of each field for special searching tehniques explained in the Appendices.

## Sample Searches of the Resource Materials Library

The search terms in Appendix B as well as the topical terms in Appendix D are extremely useful in a search of the Resource Materials Library. In addition, one may want to search by other terms, such as an author's name or a publication or organization name.

The sample searches below illustrate basic searching procedures for the Resource Materials Library.

**1.** What does the research say about the policy of retention as it affects dropouts?

Type in **retention**

**2.** You are interested in the effect students dropping out of school has on our economy.

Type in **(economic impact)**

**3.** You would like to see if there is some research which contains statistics relating to the dropout rate.

Type in **(dropout rate) or statistics**

## Index of a Resource Materials Library Search

The index of the completed Resource Materials Library search will appear as in screen 1. The index contains the Author, Date, and Title of the resource.

*Screen 1*

```
Press ENTER to scroll down, or type u to scroll up,
q to Quit, h for Help, s to Search, c to Change,
or a Record Number and press ENTER - ->
================================================================================
The current search found 22 resource (s).

1  AUTHOR : Hahn, Andrew; Danzberger, Jacqueline      DATE : March, 1987
   TITLE  : Dropouts in America: Enough is Known for Action.

2  AUTHOR :                                           DATE : 1988
   TITLE  : Mentoring Students: Creating Success through Caring.

3  AUTHOR : Wheelock, Anne.                           DATE : November, 1986
   TITLE  : The Way Out: Student Exclusion Practices in Boston Middle Schools.

4. AUTHOR : Wheelock, Anne; Dorman, Gayle.            DATE : June, 1988
   TITLE  : Before It's Too Late: Dropout Prevention in the Middle Grades.

5. AUTHOR : Shepard, Lorrie A.; Smith, Mary Lee,      DATE : 1989
   TITLE  : Flunking Grades : Research and Policies on Retention.
```

## ORGANIZATIONS

The organizations file includes information about various centers, associations, and other kinds of organizations which provide resources in specific areas of dropout prevention. Each record contains from three to five screens.

Each organization entry contains the following fields:

**Organization Name (NA)**: Official name of organization or center
**Address (LO)**: This field also contains telephone and fax numbers; director/president; and individual contact.
**Purpose (PU)**: The organization's primary purposes and goals
**Services (SV)**: Services rendered by the organization
**Newsletter (NL)**: Title of newsletter (if available)
**Hotline (HL)**: Toll free number (if available)

**Professional Development Activities (PD)**: Workshops, seminars and other such activities
**Publications (PI)**: Other publications available
**Membership (ME)**: If memberships are accepted or required
**Technical Assistance (TA)**: Technical assistance offered
**Conferences (CF)**: Specific events
**Electronic Services (ES)**: Computer access
**Target Audience (TP)**: Who would most benefit
**Descriptors (DE)**: Self-described search terms
**Additional Information (AD)**: Other appropriate information

****Note** the two-letter abbreviations of each field for special searching techniques explained in the Appendices.

## Sample Searches of Organizations

The search terms in Appendix E are necessary for locating the specific organizations you need. Although all words are searchable, these are the terms selected by the participating organizations for use in FOCUS.

The sample searches below illustrate basic searching procedures for the Organizations file.

**1.** You need to find out if there is an organization which provides assistance in developing parental involvement programs.

Type in **(parental involvement)**

**2.** You are interested in locating a center which studies the early adolescent.

Type in **research and adolescents**

**3.** You are looking for an organization which might provide publications to assist you in providing staff development activities in the area of cooperative learning.

Type in **(staff development) and (cooperative learning)**

## Index of an Organizations Search

The index of the completed organizations search will appear as in screen 1. The index lists the organization names retrieved by your search.

*Screen 1*

```
Press ENTER to scroll down, or type u to scroll up,
q to Quit, h for Help, s to Search, c to Change,
or a Record Number and press ENTER - - >
================================================================
     The current search found 27 organization(s).

1   NAME  :  Alliance for Parental Involvement in Education, Inc. (ALLPIE)
2   NAME  :  ASPIRA Association, Inc.
3   NAME  :  Center for Early Adolescence
4   NAME  :  BOCES Genesee Migrant Center
5   NAME  :  Child Find of America, Inc.
6   NAME  :  Edge Learning Institute
7   NAME  :  FTMS - For Teachers of Minority Students
8   NAME  :  Missouri LINC
9   NAME  :  Hispanic Office of Planning and Evaluation (HOPE)
10  NAME  :  Institute for the Study of Adult Literacy The Pennsylvania State University
11  NAME  :  Institute for Responsive Education
12  NAME  :  Intercultural Development Research Association (IDRA)
13  NAME  :  International Reading Association
14  NAME  :  National Assoication of Partners in Education
15  NAME  :  Phi Delta Kappa
```

## CONSULTANTS AND SPEAKERS

The Consultants and Speakers file provides information on individuals who offer their expertise in a variety of areas related to dropout prevention. Each record contains three screens.

Each Consultants and Speakers file entry contains the following fields:

**Name (NA)**: Name of individual

**Title (TI)**: Official position

**Organization (OR)**: Affiliation

**Address (AD)**: Contact address

**Office Phone (OP)**: Telephone number

**Office Fax (FA)**: Fax number (if available)

**Education (ED)**: Terminal degree, major, and institution

**Services (SV)**: Assistance that can be provided

**Recent Work (AD)**: Listing of recent consultations

**Descriptors (DE)**: Areas of expertise

****Note** the two-letter abbreviations of each field for special searching techniques explained in the Appendices.

## Sample Searches of the Consultants and Speakers File

The search terms in Appendix F are necessary for successfully locating consultants or speakers in the area of expertise you require. All words are searchable, but the Network members and others listed used the terms in Appendix F to describe their areas of specialization.

The sample searches below illustrate basic searching procedures for the Consultants file.

**1.** You need a speaker at a regional conference from your state due to travel costs. You live in Virginia.

Type in **Virginia**

**2.** You require a seminar leader to work with your staff to assist them in working with children with different learning styles.

Type in **(learning styles)**

**3.** You seek a person who can collaborate with you on a study of retention policies.

Type in **retention**

## Index of a Consultants and Speakers Search

The index of the completed Consultants and Speakers search will appear as in screen 1. The index contains the name, title, and organizations of those individuals retrieved by the search.

*Screen 1*

Press ENTER to scroll down, or type u to scroll up,
q to Quit, h for Help, s to Search, c to Change,
or a Record Number and press ENTER - - »

==========

The current search found 12 consultant (s).

1. NAME : Jay Smink TITLE: Executive Director
ORGANIZATION: National Dropout Prevention Center

2. NAME : Sandy Addis TITLE: Staff Development Coordinator
ORGANIZATION: Anderson School District One

3. NAME : Ann Reitzammer TITLE: Professor
ORGANIZATION: University of Alabama at Birmingham

4. NAME : Marilyn Beck TITLE: Dropout Prevention Specialist
ORGANIZATION: Georgia Department of Education

5. NAME : Bill Wilson TITLE: Teacher
ORGANIZATION: D.W. Daniel High School

6. NAME : John V. "Dick" Hamby TITLE: Education Consultant
ORGANIZATION: EduCare

## APPENDICES

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## APPENDIX A

## HOW TO PREPARE A SEARCH

Before you conduct a search, prepare a strategy. The following format is helpful as you prepare such a strategy. It defines what information you are seeking and guides you as you type in the search.

A. What are you looking for? Describe your search in one phrase or sentence.

Many of our high school students seem to need a different kind of high school experience.

B. Which FOCUS database are you going to search?

Program Profiles

C. Develop a vocabulary for the search by identifying major concepts in the query. Suggested searching terms in Appendix B are helpful.

What keyword best represents your query?

alternative

What other keywords could represent your search query?

(high school) secondary vocational

D. You are now ready to conduct your search. For best results, type the keywords as follows:

**alternative and secondary** for a first search attempt

**vocational and (high school)** for a second search attempt

**(vocational or alternative) and secondary** for a third search attempt

## APPENDIX B

## SUGGESTED SEARCH TERMS

Use of the following terms are productive in searching FOCUS. Before planning a search, a thorough reading of this list is recommended. Searchable terms are **not** limited to the terms on this list.

academic incentives
adjudicated youth
adult education
alternative
attendance incentives
attendance management
basic skills
case management
chemical dependency
child care
community agency
community college
community support
comprehensive
computer
computer assisted instruction
counseling
curriculum
day care
discipline
early intervention
elementary
employability skills
evaluation instrument
exit interview
GED
health services
high school
Hispanic
identification
Indian
individualized instruction
job placement
job skills
job training
junior high
life skills
literacy
low income
mentor
middle school
migrant
minority/minorities
overage
parental involvement
peer group counseling
peer tutor
private non profit
public private partnership
recovery
remedial
residential
retention
rural
school restructuring
school suspension ( for in school suspension)
secondary
self esteem
small groups
staff development
state agency
substance abuse
teenage pregnancy
teen parenting
transients
truancy
tutoring
urban
vocational education
volunteers
work experience
youth service

## APPENDIX C

## SEARCHING TECHNIQUES

### I. Using Boolean Operators

Boolean operators may be used between search terms to refine the search. Listed below are valid operators for FOCUS, with an explanation of their meanings. X and Y represent search terms in the following examples.

| Operator | Meaning |
|---|---|
| **X and Y** | Both X and Y must occur in the same record |
| **X or Y** | Either X or Y must occur in a record |
| **X not Y** | X occurs in the record, but Y does not |
| **X same Y** | X and Y must occur in the same field |

**and**. The *and* operator narrows the search by **decreasing** the number of records retrieved. This operator requires that all the combined terms appear in any record before it is retrieved.

For example: **(high school) and counseling**

generates a more refined search than either term on its own. In this case, the user will obtain records which contain both high school and counseling.

**or.** The *or* operator expands a search and **increases** the number of records retrieved by allowing for retrieval of other terms. The "or" operator is used to combine plurals and singulars, or other synonyms, so that retrieval is achieved regardless of which term appears in various records.

For example: **(child care) or (day care)**

retrieves records which have either term in it. In this case, whichever term is used in the record, the user will obtain all records which have day care or child care in it.

**not**. The *not* operator narrows a search by **decreasing** the number of records retrieved. Use sparingly and carefully. Not requires that the second term does not appear in any record in which the first term appears.

For example: **alternative not Minnesota**

retrieves all records with the first term that do not include the second term. In this case, alternative programs which are not in Minnesota would be retrieved.

**same.** The *same* operator requires that both combined terms appear somewhere in the same field.

For example: **alternative same (day care)**

retrieves records where these two terms were in the same field. In this case, they could be together in the Program Description (AB) field.

### II. Field Qualification

Using Field Qualification allows the user to limit a search to specific fields such as Program Name, Contact, Location, or Descriptors.

Field Qualification restricts a search to the selected field in which a term may appear. This is accomplished by adding a field qualification symbol to the search term(s).

For example: **(south carolina).co.**

retrieves records where the contact is in South Carolina but does not retrieve records in which South Carolina is mentioned in another field.

### Specific Uses of Field Qualification

FOCUS uses this searching tool to assist the user in obtaining some specific information. The following are some examples from the **Program Profiles** which are particularly useful.

**1.** To find a district wide program which is a comprehensive K-12 dropout prevention program, type in:

**comprehensive.de.**

FOCUS retrieves all such comprehensive programs with this command. *Comprehensive* is located in the Descriptor field.

**2.** For most dropout prevention programs, FOCUS defines their major thrust by categorizing them as either primarily a prevention, remedial, or recovery, type in:

**recovery.de.**

FOCUS retrieves all programs which emphasize the recovery aspect of dropout prevention. Both prevention and remedial programs also can be retrieved by using field qualification. These terms are located in the Descriptor field.

**3.** To find a staff development program, type in:

**(staff development).de.**

FOCUS retrieves all dropout prevention programs with a significant staff development component. This term is located in the Descriptor field.

**4.** To find a program whose primary sponsor is a community agency, type in:

**(community agency).de.**

FOCUS retrieves all dropout prevention programs which are administered primarily by a community agency. This term is located in the Descriptor field.

**5.** To locate programs which have been evaluated with supporting data, type in:

**(summative evaluation).ab.**

FOCUS retrieves all dropout prevention programs which have supporting statistical data. This term is located in the Program Description field.

The following instructions in the **Calendar of Events** are helpful.

**1.** To find a conference located in Florida, type in:

**florida.lo.**

FOCUS searches only the Location field and retrieves only those events which are listed for Florida.

### III. Truncation

Related words are often composed of a base word. When searching, it is important to search not only for the term that comes to mind, but also for related terms and multiple forms of the same term. For example, if you are interested in a tutoring program, you would need to search for the following terms: *tutor, tutors, tutoring, tutorial, tutored.*

Truncation searches for all these terms by using only one term. To search using truncation, type in the first part of the term and follow it with a $. An example of searching for all the *tutor* terms above would be

**tutor$**

The example retrieves all records containing words that begin with the base word, "tutor."

**Examples of Truncation in Focus**

The following words lend themselves to truncation, and this mechanism is suggested for better results:

computer$ for computer, computers, computerized
counsel$ for counselor, counseled, counseling
identif$ for identification, identify, identifiable
individual$ for indivdiual, individuals, individualized
mentor$ for mentor, mentors, mentoring, mentorship
minorit$ for minority, minorities
parent$ for parent, parents, parental
remedia$ for remedial, remediate, remediation
restructur$ for restructuring, restructure, restructured
suspen$ for suspend, suspended, suspension
teen$ pregnancy for teen pregnancy, teenage pregnancy
teen$ parent$ for teen parents, teenage parents, teen parenting, etc.
truan$ for truant, truants, truancy
tutor$ for tutor, tutoring, tutors, tutored, tutorial

## APPENDIX D

### TOPICS FOR SEARCHING THE RESOURCE MATERIALS LIBRARY

The following keywords will assist the user in searching the Research Materials Library database. These are only meant to guide you; remember that all terms are searchable, so users should feel free to try their own.

acceleration
adjudicated youth
adult education
affective education
alternative education
attendance management
awareness
bilingual education
Chapter 1
child care
choice
collaborative
community involvement
community support
compensatory
computer assisted instruction
cooperative learning
counseling
curriculum
day care
disadvantaged
discipline
drivers license
dropout rates
economic impact
elementary
employment
evaluation
family support
funding
GED
general information
grading
grouping
health issues
LEP
life skills
literacy
mentoring
middle school
minorities
model program
multicultural
parental involvement
preschool
public private partnership
public relations
reading
reform
retention
rural
school administration
school characteristics
school policies
school restructuring
school safety
secondary
self esteem
site-based management
slow learners
special education
staff development
statistics
student characteristics
substance abuse
teacher education
teenage pregnancy
teen parenting
testing
tracking

Hispanic
homeless
identification
incentives
Indian
instructional technology
learning disability
learnfare
learning styles
transients
truancy
tutoring
university
urban
whole language
workplace literacy
vocational education
youth service

## APPENDIX E

## DESCRIPTORS FOR THE ORGANIZATIONS FILE

acceleration
adjudicated youth
adolescents
adult education
alternative education
attendance management
attention deficit disorder
awareness
basic skills
behavior disorders
bilingual
business involvement
career education
case management
citizenship education
collaboratives
community involvement
computers
cooperative learning
counseling
curriculum
day care
delinquency
disadvantaged
discipline
drug education
dyslexia
early childhood education
early intervention
economics
educational resources
elementary
employability skills
employment
English (second language)
equity
evaluation
experiential education
family
funding
grading
health issues
legislation
life skills
literacy
mathematics
mentoring
middle school
migrants
minorities
model programs
multicultural
nutrition
online systems
parental involvement
partnerships
preschool
professional development
progressive education
public policy
public relations
reading
recovery
referral
reform
remedial
research
retention
rural
school administration
school policies
school restructuring
school safety
secondary
self esteem
site-based management
slow learners
special education
staff development
statistics
substance abuse
teacher education
technology
teenage pregnancy

high school
higher order thinking
Hispanic
home education
homeless
hyperactivity
identification
Indian
individualized instruction
information technology
instructional technology
international
job training
junior high
learning disabilities
learning styles
teen parenting
telecommunications
testing
thinking skills
tracking
transients
transition
truancy
tutoring
urban
vocational education
volunteers
whole language
women
writing
youth service

## APPENDIX F

## AREAS OF EXPERTISE FOR SEARCHING THE CONSULTANTS AND SPEAKERS FILE

acceleration
adjudicated youth
adult education
African-American
alternative education
Asian-American
awareness
bilingual
business involvement
career education
case management
choice
collaborative
community involvement
computers
cooperative learning
counseling
curriculum
day care
disadvantaged
discipline
early childhood education
early intervention
economics
elementary
ESL (English as a second language)
evaluation
experiential education
family issues
funding
grading
health issues
Hispanic-American
home education
homeless
identification
incentives
individualized instruction
instructional technology
learning disabilities
learning styles
legislation
life skills
literacy
mathematics
mentoring
middle school
minorities
model program
multicultural
Native American
parental involvement
partnerships
public relations
reading
reform
remedial
research
retention
rural
school administration
school policies
school restructuring
school safety
secondary
self-esteem
site-based management
slow learners
special education
staff development
statistics
substance abuse
teacher education
teaching styles
technology
Tech Prep
teenage pregnancy
teen parenting
telecommunications
testing
thinking skills
tracking
transients
transition
truancy
tutoring
urban
vocational education
volunteers
writing
youth service